



COUNTY OF MAUI
DEPARTMENT OF PUBLIC WORKS • DEVELOPMENT SERVICES ADMINISTRATION
250 SOUTH HIGH STREET • WAILUKU, HAWAII 96793
(808) 270-7250 • FAX (808) 270-7972

APPLICATION FOR CERTIFICATE OF OCCUPANCY

I. Certificate of Occupancy Information

TYPE OR PRINT LEGIBLY

PROJECT NAME	
BUILDING NAME (COMMERCIAL PROJECTS ONLY)	
BUILDING ADDRESS	
For (check all that apply): <input type="checkbox"/> New Building <input type="checkbox"/> Existing <input type="checkbox"/> Other	<input type="checkbox"/> Addition/ Alteration/Re-Model/Repair <input type="checkbox"/> Plan Review Waiver Building Permit <input type="checkbox"/> Miscellaneous Inspections Requested
TO BE OCCUPIED AS *see instructions	
UNIT #, OR DESCRIPTION OF AREA IN STRUCTURE	FLOOR AREA (SQ FT)

II. Property Information

TAX MAP KEY	PROPERTY ADDRESS	CITY
PROPERTY OWNER		
OWNER'S ADDRESS		

III. Permit Information if applicable

BUILDING PERMIT #	ISSUE DATE	FINAL INSPECTION DATE	CONTRACTOR	APPLICATION #

IV. Plan Review Waiver Building Permit

ARCHITECT/ ENGINEER

V. Applicant Information

Select One: <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/ Engineer <input type="checkbox"/> Tenant/ Business Owner <input type="checkbox"/> Other/ Agent	
APPLICANT NAME	PHONE #
ADDRESS	EMAIL ADDRESS

VI. Contact Information if other than Applicant

CONTACT NAME	PHONE #
CONTACT ADDRESS	EMAIL ADDRESS

For Official Use Only:

Requesting: ☐ CO ☐ CO-L Release Ltr Misc Inspections: ☐ No ☐ Yes Ltr Authz/ Lease Agmt req'd: ☐ No ☐ Yes

Replacement: ☐ No ☐ Yes, to replace CO # _____ Date Issued _____

Space previously occupied by: _____

Approvals: (Check all that apply) ☐ DSA Building ☐ DSA Engineering ☐ Environmental Mgt ☐ Health ☐ MIS ☐ Water
☐ DSA Electrical ☐ DSA Plumbing ☐ Fire ☐ Housing ☐ Planning

At Issuance: Construction Type _____ Unauthorized Occupancy: ☐ No ☐ Yes, \$ _____ fine.
Occupancy Group _____ Temporary to expire : _____,
Occupant Load _____
(Day Care Only) _____

REMARKS:

Application Date	Application Number
Issue Date	Permit Number

**INSTRUCTIONS FOR COMPLETING THE
APPLICATION FOR CERTIFICATE OF OCCUPANCY**

Type or print legibly. Incomplete applications will not be processed.

I. Certificate of Occupancy Information

Project Name: Name of business. For residential release letter, name of owner on building permit.
Building Name: Name of building when applicable, e.g. Aloha Building. Can be name of shopping mall.
Building Address: Address of building. *For address information, call DSA Engineering at (808) 270-7242.
Check all that apply: Check all criteria that apply to the project.
To Be Occupied As: **Enter use as approved on the building permit. If application for certificate of occupancy is by miscellaneous inspection, please consult with the Building Permit Office at (808) 270-7250.**
Unit #, or Description: If applicable, enter unit or room number, or describe area within structure to be occupied.
Floor Area: Enter square footage of floor area to be occupied.

II. Property Information

Tax Map Key: Enter the current Tax Map Key (TMK) for the property.
Property Address: County assigned address for the property. *For address information, call (808) 270-7242.
Property Owner: Property owner name as filed with Real Property Tax Division, or submit copy of recorded deed.
Owner's Address: Mailing address of property owner.

III. Permit Information: Complete only if the information on a building permit was issued for this application.

IV. Plan Review Waiver Permit: If applicable, name of architect or engineer who certified the County's plan review waiver building permit.

V. Applicant Information: Select type of applicant, then complete the applicant's information.

VI. Contact Information: Complete contact person's information. All correspondence will be directed to the contact person.

The following agencies may be required to review and approve the application. However, it is the responsibility of the applicant to follow up with agencies that have not approved.

Development Services Administration (DSA)

(INSP-BLDG)	Building Inspection*	(808) 270-7375	Fax (808) 270-5520
(INSP-ELEC)	Electrical Inspection*	(808) 270-7255	Fax (808) 270-5520
(INSP-PLB)	Plumbing/Gas Inspection*	(808) 270-7368	Fax (808) 270-5520
(EL)	Driveway/Grading/Drainage Inspections*	(808) 270-7242	Fax (808) 270-7972
(EM)	Department of Environmental Management - Wastewater Reclamation Division*	(808) 270-7417	Fax (808) 270-7425
(FD)	Fire Department - Fire Prevention Bureau*	(808) 244-9161	Fax (808) 244-1363
(HD)	State Department of Health* Commercial Residential	(808) 984-8230, (808) 984-8232,	Fax (808) 984-8237 Fax (808) 984-8237
(HHC)	Department of Housing and Human Concerns*	(808) 270-7805	Fax (808) 270-7165
(MIS)	Management Information Systems (County Projects Only)	(808) 270-7842	Fax (808) 244-2660
(PD)	Planning Department, Zoning and Enforcement Division*	(808) 270-7253	Fax (808) 270-7634
(WD)	Department of Water Supply*	(808) 270-7835	Fax (808) 270-7833

*Fax request only to request approvals when applicable - separate fax form required for each request date.

Status of the application can be obtained online at the County of Maui's website at www.mauicounty.gov, or by calling the Building Permit Office at (808) 270-7250.